

# Billing Options

In any appointment, the following Service Type options may appear in the drop-down field. When entering your invoice, ensure that you are selecting the correct Service Type based on your appointment role. *For example: an appointed court visitor, whether an attorney or non-attorney, needs to bill using the “Court Visitor” service type.* There are examples of each appointment role and the corresponding appropriate Service Type and Service Sub-Type options below. Any invoice that contains a Service Type that does not correspond to the appointed role, will be cleared from your invoice or the entire invoice will be denied. In either case, you would need to resubmit an invoice using the correct Service Type option for your appointment role.

Service Type Options (*Those in **BOLD** have Service Sub-Type Options*)

Copies (qty in copies) – **Can be billed in any appointment role type**

## **Court visitor**

### **In Court**

### **Investigator**

### **Attorney Child Family Investigator**

Long Distance (qty in dollars) - **Can be billed in any appointment role type**

Miscellaneous Expenses (qty in dollars) - **Can be billed in any appointment role type for court approved travel expenses only (Airfare, hotel, meals, rental car, gas, etc. when court approves travel). Any other expense billed here is not allowable. Please reference CJD 04-04 or 04-05 for a list of expenses that are allowed and should be billed directly to the local court for reimbursement. If you are charged a “Filing Fee” on a state paid case, please submit a reimbursement request form to [CCE efilingsupport@judicial.state.co.us](mailto:efilingsupport@judicial.state.co.us). The court is not authorized to refund any electronic filing fees incurred.**

### **Non-Attorney/Child Family Investigator**

### **Out of Court/Appellate**

### **Paralegal/Legal Assistant**

Postage (qty in dollars) - **Can be billed in any appointment role type**

Travel Mileage (qty in miles) - **Can be billed in any appointment role type**

**Court Visitor Role (VIS)**  
**Service Type “Court Visitor”, Service Sub-Type options:**

Action	County & District	Start Date	Closed Date	Case Number	Party Name	Role
	Appt Type	Payment Type	Payments Entered	Bills Paid	Max Amount	Amount Approved
<a href="#">Open Invoice</a>	21-4 El Paso	2019-04-30	Open	2019 PR		VIS
	Probate	H (100%)	No	No	\$614.00	\$0.00

- Conference: Guardian Or Conservator/Proposed Guardian Or Conservator
- Conference: Long Term Care Center
- Conference: Other
- Conference: Respondent
- Conference: Social Services
- Conference: Witness
- Conference with Family
- Hearing: Guardianship Or Conservator
- Home Visit
- Interview Respondent
- Interview Medical Professional
- Interview Nominee(s)
- Interview Other
- Interview Petitioner
- Interview Family
- Prepare Visitors Report
- Review Court File
- Review Financial Records
- Review History
- Review Legal Paperwork
- Review Medical Records
- Review Other Records
- Review Social and Placement Records
- Telephone Call: Respondent
- Telephone Call: Family
- Telephone Call: Nominee(s)
- Telephone Call: Care Facility
- Telephone Call: Other
- Telephone Call: Social Services
- Telephone Call: Petitioner
- Telephone Call: Witness
- Travel Time: Court
- Travel Time: Client
- Travel Time: Meeting

Travel Time: Staffing Meeting

Travel Time: Other

Travel Time (Split With Other Case): Court

Travel Time (Split With Other Case): Client

Travel Time (Split With Other Case): Meeting

Travel Time (Split With Other Case): Staffing Meeting

Travel Time (Split With Other Case): Other

*Other: (when "other" is selected, you have the option to write your own Service Sub-type. Ensure that you are only entering items that are allowable per CJD 04-04 and CJD 04-05. For example: attempted phone calls, left voice message, and administrative activity such as billing, making copies, opening and closing file, etc. are **not allowable**.)*

**Attorney Court Appointed Counsel (CTA) or Attorney GAL (GAL) Role**  
Service Type "In-Court", Service Sub-Type options:

Action	County & District	Start Date	Closed Date	Case Number	Party Name	Role
	Appt Type	Payment Type	Payments Entered	Bills Paid	Max Amount	Amount Approved
Open Invoice	30-1 Jefferson (Golden)	2019-03-20	Open	2019 PR		CTA
	Probate	H (100%)	No	No	\$3,532.00	\$0.00

Action	County & District	Start Date	Closed Date	Case Number	Party Name	Role
	Appt Type	Payment Type	Payments Entered	Bills Paid	Max Amount	Amount Approved
Open Invoice	30-1 Jefferson (Golden)	2019-04-04	Open	2019 JV		GAL
	D&N Respondent Parent	H (100%)	Yes	No	\$3,532.00	\$0.00

- Hearing: Family Treatment Court
- Hearing: Adjudication
- Hearing: Advisement
- Hearing: Appearance
- Hearing: Arraignment
- Hearing: Bond
- Hearing: Change in Venue
- Hearing: Conservatorship
- Hearing: Contempt
- Hearing: Custody
- Hearing: Detention
- Hearing: Disposition
- Hearing: First Appearance
- Hearing: Guardianship or Conservator
- Hearing: Imposition of Legal Disability
- Hearing: Involuntary Administration of Medication
- Hearing: Involuntary Commitment Drug/Alcohol
- Hearing: Long Term Certification
- Hearing: Motions
- Hearing: Permanency Planning
- Hearing: Preliminary
- Hearing: Pre-trial
- Hearing: Probation
- Hearing: Restitution
- Hearing: Review with Appearance of Parties
- Hearing: Sentencing

Hearing: Short Term Certification  
Hearing: Status with Appearance of Parties  
Hearing: Temporary Protective Custody  
Hearing: Termination of Parental Rights  
Hearing: Truancy  
Trial  
Wait Time

**Investigator Role (IVS)**  
**Service Type "Investigator", Service Sub-Type options:**

Action	County & District	Start Date	Closed Date	Case Number	Party Name	Role
	Appt Type	Payment Type	Payments Entered	Bills Paid	Max Amount	Amount Approved
Open Invoice	16-2 Denver (District)	2019-02-22	Open	2017 CR		IVS
	Advisory Counsel	H (100%)	No	No	\$1,000.00	\$0.00

Interview

Prepare Letter/Email

Prepare Witness List

Prepare Investigative Report

Prepare Other

Research Prior Cases

Review Discovery

Review Evidence

Review Other

Serve Subpoenas to Witnesses

Telephone Call

Travel Time: Court

Travel Time: Client

Travel Time: Meeting

Travel Time: Staffing Meeting

Travel Time: Other

Travel Time (Split With Other Case): Court

Travel Time (Split With Other Case): Client

Travel Time (Split With Other Case): Meeting

Travel Time (Split With Other Case): Staffing Meeting

Travel Time (Split With Other Case): Other

Visit Scene of the Crime

Other: (when "other" is selected, you have the option to write your own Service Sub-type. Ensure that you are only entering items that are allowable per CJD 04-04 and CJD 04-05. For example: attempted phone calls, left voice message, and administrative activity such as billing, making copies, opening and closing file, etc. are **not allowable.**)

**Attorney Child Family Investigator (SP1)**

**Service Type “Attorney Child Family Investigator”, Service Sub-Type options:**

Action	County & District	Start Date	Closed Date	Case Number	Party Name	Role
	Appt Type	Payment Type	Payments Entered	Bills Paid	Max Amount	Amount Approved
<a href="#">Open Invoice</a>	16-2 Denver (District)	2019-04-18	Open	2017 DR		SP1
	Domestic Relations	H (100%)	No	No	\$1,536.00	\$0.00

Attended Court Hearing

Home Visit

Interview Case Worker/Social Worker

Interview Child

Interview Mother

Interview Father

Interview Other

Prepare CFI Report

Prepare Court Report

Telephone Call: Family

Telephone Call: Social Services

Telephone Call: Others

Telephone Call: Witness

Travel Time: Court

Travel Time: Client

Travel Time: Meeting

Travel Time: Staffing Meeting

Travel Time: Other

Travel Time (Split With Other Case): Court

Travel Time (Split With Other Case): Client

Travel Time (Split With Other Case): Meeting

Travel Time (Split With Other Case): Staffing Meeting

Travel Time (Split With Other Case): Other

Other: *(when “other” is selected, you have the option to write your own Service Sub-type. Ensure that you are only entering items that are allowable per CJD 04-04 and CJD 04-05. For example: attempted phone calls, left voice message, and administrative activity such as billing, making copies, opening and closing file, etc. are **not allowable**.)*

**Non-Attorney Court Family Investigator (SP2)**  
**Service Type “Non-Attorney/Child Family Investigator”, Service Sub-Type options:**

Action	County & District	Start Date	Closed Date	Case Number	Party Name	Role
	Appt Type	Payment Type	Payments Entered	Bills Paid	Max Amount	Amount Approved
<a href="#">Open Invoice</a>	16-2 Denver (District)	2019-03-01	Open	2018 DR -----		SP2
	Domestic Relations	H (100%)	Yes	No	\$1,536.00	\$0.00

- Attended Court Hearing
  - Home Visit
  - Interview Case Worker/Social Worker
  - Interview Child
  - Interview Mother
  - Interview Father
  - Interview Other
  - Prepare CFI Report
  - Prepare Court Report
  - Telephone Call: Family
  - Telephone Call: Social Services
  - Telephone Call: Others
  - Telephone Call: Witness
  - Travel Time: Court
  - Travel Time: Client
  - Travel Time: Meeting
  - Travel Time: Staffing Meeting
  - Travel Time: Other
  - Travel Time (Split With Other Case): Court
  - Travel Time (Split With Other Case): Client
  - Travel Time (Split With Other Case): Meeting
  - Travel Time (Split With Other Case): Staffing Meeting
  - Travel Time (Split With Other Case): Other
- Other: *(when “other” is selected, you have the option to write your own Service Sub-type. Ensure that you are only entering items that are allowable per CJD 04-04 and CJD 04-05. For example: attempted phone calls, left voice message, and administrative activity such as billing, making copies, opening and closing file, etc. are **not allowable.**)*



**Attorney Court Appointed Counsel (CTA) or Attorney GAL (GAL) Role  
Service Type "Out of Court/Appellate", Service Sub-Type options:**

Action	County & District	Start Date	Closed Date	Case Number	Party Name	Role
	Appt Type	Payment Type	Payments Entered	Bills Paid	Max Amount	Amount Approved
Open Invoice	30-1 Jefferson (Golden)	2019-03-20	Open	2019 PR		CTA
	Probate	H (100%)	No	No	\$3,532.00	\$0.00

Action	County & District	Start Date	Closed Date	Case Number	Party Name	Role
	Appt Type	Payment Type	Payments Entered	Bills Paid	Max Amount	Amount Approved
Open Invoice	30-1 Jefferson (Golden)	2019-04-04	Open	2019 JV		GAL
	D&N Respondent Parent	H (100%)	Yes	No	\$3,532.00	\$0.00

- Attend Facilitation
- Attend Hearing
- Attend Mediation
- Conference: Assistant County/City Attorney
- Conference: Attorney
- Conference: Case Worker
- Conference: Court Staff
- Conference: DA
- Conference: Family
- Conference: GAL
- Conference: Guardian or Conservator
- Conference: Home Visit
- Conference: Intervenor
- Conference: Mental Health Staffing
- Conference: Other
- Conference: Pre-trial
- Conference: Probation Officer
- Conference: Resource Coordinator
- Conference: Social Worker
- Conference: Special Respondent
- Conference: Staffing
- Conference: Team Decision Meeting
- Conference: Victim

Conference: Witness  
Conference: Opposing Counsel  
Conference/Visit: Client  
Prepare Acceptance of Office  
Prepare Certificates of Service  
Prepare Letter/Email: ACA  
Prepare Letter/Email: Case Worker  
Prepare Letter/Email: Client  
Prepare Letter/Email: Court  
Prepare Letter/Email: DA  
Prepare Letter/Email: Family  
Prepare Letter/Email: GAL  
Prepare Letter/Email: Opposing Counsel  
Prepare Letter/Email: Other  
Prepare Letter/Email: Resource Coordinator  
Prepare Letter/Email: Social Worker  
Prepare Motion  
Prepare Notes to File  
Prepare Other  
Prepare Exhibits for Trial  
Prepare for Conference  
Prepare for Facilitation  
Prepare for Hearing  
Prepare Trial  
Prepare GAL Report  
Prepare for Mediation  
Prepare Notice of Appeal  
Prepare Other  
Prepare Pleadings  
Prepare Witness List  
Research  
Review Court File  
Review Court-Ordered Fiduciary Report  
Review Court Visitors Report  
Review Disposition  
Review Discovery  
Review Exhibits  
Review Facilitation Notes

Review File  
Review Financial Records  
Review GAL Report  
Review History, Medical, Social and Placement Records  
Review Investigators Report  
Review JAR  
Review Letter/Email: ACA  
Review Letter/Email: Case Worker  
Review Letter/Email: Client  
Review Letter/Email: DA  
Review Letter/Email: Family  
Review Letter/Email: GAL  
Review Letter/Email: Opposing Counsel  
Review Letter/Email: Other  
Review Letter/Email: Social Worker  
Review Long Term Care Plan  
Review Motions/Orders  
Review Notice  
Review Other  
Review Petition  
Review Plan – Family Services  
Review Pleadings  
Review Pre-Trial Reports  
Review Professional Evaluators Reports  
Review Report – Child Family Inv/Spec Adv.  
Review Service Plan  
Review Status Reports  
Review Stipulation  
Review Transcripts  
Review Treatment Plan  
Review Visitors Report  
Review Witness List  
Telephone Call: Assistant County/City Attorney  
Telephone Call: Attorney  
Telephone Call: Case Worker  
Telephone Call: Client  
Telephone Call: Mother  
Telephone Call: Father

Telephone Call: Attorney Staff  
Telephone Call: Court Visitor  
Telephone Call: Court/Division Clerk  
Telephone Call: DA  
Telephone Call: GAL  
Telephone Call: Guardian or Conservator  
Telephone Call: Interested Person  
Telephone Call: Intervenor  
Telephone Call: Medical Professional  
Telephone Call: Mental Health Facility  
Telephone Call: Opposing Counsel  
Telephone Call: Other  
Telephone Call: Other Family Member  
Telephone Call: Police  
Telephone Call: Probation Officer  
Telephone Call: Professional Evaluator  
Telephone Call: Residential Facility Staff  
Telephone Call: Resource Coordinator  
Telephone Call: Social Worker  
Telephone Call: Special Respondent  
Telephone Call: Staff  
Telephone Call: Therapist  
Telephone Call: Witness  
Travel Time: Court  
Travel Time: Client  
Travel Time: Meeting  
Travel Time: Staffing Meeting  
Travel Time: Other  
Travel Time (Split With Other Case): Court  
Travel Time (Split With Other Case): Client  
Travel Time (Split With Other Case): Meeting  
Travel Time (Split With Other Case): Staffing Meeting  
Travel Time (Split With Other Case): Other  
Visit Scene of the Crime

Other: *(when "other" is selected, you have the option to write your own Service Sub-type. Ensure that you are only entering items that are allowable per CJD 04-04 and CJD 04-05. For example: attempted phone calls, left voice message, and administrative activity such as billing, making copies, opening and closing file, etc. are **not allowable**.)*

**“Paralegal/Legal Assistant” can be billed under any attorney appointment: Attorney (CTA), GAL (GAL), or Attorney CFI (SP1) Roles**

**Service Type “Paralegal/Legal Assistant”, Service Sub-Type options:**

Attend Facilitation  
Attend Hearing  
Attend Mediation  
Conference/Visit: Client  
Conference: Assistant County/City Attorney  
Conference: Attorney  
Conference: Court Staff  
Conference: DA  
Conference: Family  
Conference: GAL  
Conference: Home Visit  
Conference: Intervenor  
Conference: Mental Health Staffing  
Conference: Other  
Conference: Pre-trial  
Conference: Probation Officer  
Conference: Resource Coordinator  
Conference: Social Worker  
Conference: Special Respondent  
Conference: Staffing  
Conference: Team Decision Meeting  
Conference: Victim  
Conference: Witness  
Prepare Acceptance of Office  
Prepare Certificates of Service  
Prepare Exhibits for Trial  
Prepare GAL Report  
Prepare for Conference  
Prepare for Hearing  
Prepare Letter/Email: ACA  
Prepare Letter/Email: Client  
Prepare Letter/Email: DA  
Prepare Letter/Email: Family  
Prepare Letter/Email: GAL

Prepare Letter/Email: Other  
Prepare Letter/Email: Resource Coordinator  
Prepare Motion  
Prepare Notes to File  
Prepare Pleadings  
Prepare for Trial  
Prepare Witness List  
Prepare for Facilitation  
Prepare: Other  
Research  
Review Court File  
Review Court-Ordered Fiduciary Report  
Review Disposition  
Review Discovery  
Review Exhibits  
Review Facilitation Notes  
Review File  
Review Financial Records  
Review GAL Report  
Review History, Medical, Social and Placement Records  
Review Investigators Report  
Review JAR  
Review Letter/Email: ACA  
Review Letter/Email: Client  
Review Letter/Email: DA  
Review Letter/Email: Family  
Review Letter/Email: GAL  
Review Letter/Email: Other  
Review Long Term Care Plan  
Review Motions/Orders  
Review Plan – Family Services  
Review Pleadings  
Review Pre-Trial Reports  
Review Professional Evaluators Reports  
Review Report – Child Family Inv/Spec Adv.  
Review Service Plan  
Review Status Reports  
Review Transcripts

Review Treatment Plan  
Review Visitors Report  
Telephone Call: Assistant County/City Attorney  
Telephone Call: Attorney  
Telephone Call: Client  
Telephone Call: Mother  
Telephone Call: Father  
Telephone Call: Court Staff  
Telephone Call: DA  
Telephone Call: GAL  
Telephone Call: Mental Health Facility  
Telephone Call: Other  
Telephone Call: Other Family Member  
Telephone Call: Police  
Telephone Call: Probation Officer  
Telephone Call: Professional Evaluator  
Telephone Call: Residential Facility Staff  
Telephone Call: Resource Coordinator  
Telephone Call: Social Worker  
Telephone Call: Therapist  
Telephone Call: Witness  
Travel Time: Court  
Travel Time: Client  
Travel Time: Meeting  
Travel Time: Staffing Meeting  
Travel Time: Other  
Travel Time (Split With Other Case): Court  
Travel Time (Split With Other Case): Client  
Travel Time (Split With Other Case): Meeting  
Travel Time (Split With Other Case): Staffing Meeting  
Travel Time (Split With Other Case): Other  
Visit Scene of the Crime

Other: *(when "other" is selected, you have the option to write your own Service Sub-type. Ensure that you are only entering items that are allowable per CJD 04-04 and CJD 04-05. For example: attempted phone calls, left voice message, and administrative activity such as billing, making copies, opening and closing file, etc. are **not allowable**.)*